

## [Faculty Representative Instructions for the Udall Scholarship Online Application](#)

### [Update your profile](#)

When you first log in to <http://facultyreps.udall.gov>, you may be asked to review your profile. Please be sure we have your current contact information. Even if the information displayed on the screen is up to date, please follow the link "update my profile" and check the box verifying that your profile is correct. You may also be asked to review your president's or chancellors profile.

You will not be able to change your name or your email address. If your name or email has changed, please contact us for assistance and we will make the changes in our database.

### [Enter your campus and recommendation letter deadlines](#)

If you would like to enter your campus deadline for the Udall Scholarship, go to "Online Application" in the top menu and click on "Manage Campus Details." You can also add a brief message to applicants. Your campus deadline and the message will be included in your students' registration emails. The campus deadline will also be shown on [www.udall.gov](http://www.udall.gov) along with your contact information when students use our "Find your FacRep" search.

You can also enter a deadline for writers of recommendation letters in "Manage Campus Details." The recommendation letter deadline will be shown on a form that your students generate when they enter the names of their recommenders into the online application (you may also view and download these forms in "Upload Supporting Documents").

### [Register your student](#)

To register a student for the online application, go to "Online Application" and click on "Manage Applications." You will see an icon, "Register Student," at the top right of your screen. Click on the icon to begin the registration process.

The information you provide in this area serves as the Institutional Nomination form. You will be asked for your student's permanent address, phone and email. Please be sure that the email you provide is an account that the student checks regularly. You will also be asked your student's field of study, grade level, and nationality. When you are finished, click "Save Registration."

### [Registration Complete](#)

You will see a screen confirming the registration. Your student will receive an email with a link to the online application and his or her username and password. If you have entered your campus deadline and a message (under "Manage Campus Details"), your student will see both in the email.

If your student does not receive the email within 24 hours of registration, you can resend the registration email by going to "Manage Applications" and clicking the link to the right of your student's name, "Resend registration email."

To register another student, return to "Manage Applications."

### [Manage applications](#)

When you return to "Manage Applications," you will see your student's name and status on your screen. The status will be "Registered." When your student has logged in to the application and confirmed their eligibility, their status will change to "In Progress."

To access a student's application, click on "View Application." You will be taken to the student's home or "overview" page. Your student's application status will be displayed at the top of the screen. You can now upload recommendation letters, transcripts and other supporting documents such as tribal verification to the application. Click on the link, "Upload Supporting Documents" at the bottom right of the screen.

### [Uploading Documents](#)

Request forms for the three letters of recommendation and transcript(s) are available to your students. These documents are pre-printed with the student's name and their applicant identification number. Your name and address will also be listed at the bottom of the form. If you have entered a recommendation letter deadline, it will also be shown. These forms are provided for your student's convenience. They do not need to be returned to the Foundation.

Your student can enter the names and contact information of his or her recommenders. The information will appear on the recommendation request forms and will also be displayed on this page for your information.

In addition, applicants in tribal public policy or health care must provide a copy of their tribal enrollment card or other tribal verification. U.S. permanent residents must provide a copy of their permanent resident card and a letter of intent to become a U.S. citizen. (First Nations of Canada members are excepted from the last requirement.)

We can accept files in Word, PDF, GIF, or JPEG format up to 4 MB. You may upload only one file for each of the three letters and the current transcript; you may upload up to three files for other transcripts (transfer credits). If you upload the wrong file or wish to make a change, you will be able to do so at any time before the submission deadline.

If you are unable to upload any item, please contact us for assistance. We will not accept paper copies of materials unless there is no possible way the materials can be submitted electronically. If you must mail hard copy materials, they must arrive at the Foundation one week before the March 5 deadline to allow for processing.

### [Reviewing your student's application](#)

When your student has completed the online application, he or she will submit it to you electronically. You will receive an email notifying you that the application is waiting for your review. Go to "Online Application" in the top menu and click on the "Manage Applications" link. You will see the names of your students and their statuses on the screen. Applications that have been submitted to you for review will be labeled "Awaiting Review" and bolded. Click on "View Application" to access the application.

You can review the application section by section by using the menu at the right of your screen. At the bottom of each section you will see two options: you may either approve the student's response, or you can suggest changes. Type in your comments and click "Add Comments." When you have approved a section, you will see a gold star (★) in the right menu. Your student cannot make changes to their application while it is being reviewed.

When you have finished reviewing the application, return to the student's home page and click on "Return Application to Student." Your student will receive an email notifying them that you have added comments to the application, and their application status will revert to "In Progress." While your student's application is in-progress, you will be able to view your student's revisions, but you will not be able to approve or add comments to the application. When your student has reviewed your comments and made changes to their application, they can resubmit the application to you. You can then either approve the application, or suggest additional changes. There is no limit to the number of times you can go through the review process.

You can also print drafts of your student's application by clicking on "Preview/Print Application" at the bottom right of the screen.

### [Application Approved and Complete!](#)

When you have reviewed and approved all sections of your student's application, you will see a new button on your student's home page under "Application Actions": "Approve Application." Click this button to approve the application; your candidate's status will change to "Approved," and an email will be sent to notify your student that you have approved the application. If you have not yet uploaded the required documents, you will be prompted to do so at this time.

When all required documents have been uploaded, return to the student's home page and click "Complete Application." The application status will change to "Complete," and you will be able to submit the application to the Foundation.

Once you have approved the application, your student will not be able to make changes unless you return the application to him or her. Click on "Return Application to Student" to release the application. The student's application status will revert to "In Progress." If your candidate makes changes before resubmitting the application to you, you will need to reapprove those sections of the application.

### [Submit the application](#)

You will now see a button on the home page, "Submit to Foundation." When you have submitted the application, you will see a page confirming your submission. You will receive an email verifying that the application has been submitted successfully; your student will also receive an email to inform him or her that the application has been submitted.

You may check the "Manage Applications" page to verify that you have successfully submitted the application. The student's status should now be "Submitted." Use the top menu to return to "Manage Applications"; do not use your back button.

All applications will be reviewed by hand by Foundation staff beginning March 6. The review process can take a week or more. If there is a problem with the application, we will contact you and you will have time to correct the problem before the Udall Selection Committee meets.

If you wish to verify that the Foundation has received and processed the application, go to "Manage Applications." When we have finished processing the application, the status of your candidate's application will change to "Received." Please allow at least one week from the submission deadline before you contact the Foundation.

Best of luck to you and your students!